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ABSTRACT

This guide, which was written as an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System, outlines the suggested scope and sequence of a 2- or 3-year program in food management, production, and services. The guide consists of a course description; general course objectives; course content outlines for each of the three years of the program; and lists of recommended textbooks, curriculum guides, and audiovisual materials. Topics included in the course content outlines for each of the courses in the sequence are as follows: (1) orientation to food management, the Future Homemakers of America/Home Economics Related Occupations (FHA/HERO), job opportunities, sanitation, safety, assumption of responsibilities, large and small equipment and utensils, weights and measurement techniques, management skills, food preparation, and service and dining room activities; (2) orientation to food management, human relations/personal development, sanitation and safety, customer service, food preparation, and job procurement; and (3) cooperative training. (MN)

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FOOD MANAGEMENT, PRODUCTION AND SERVICES

SCOPE AND SEQUENCE

VOCATIONAL EDUCATION

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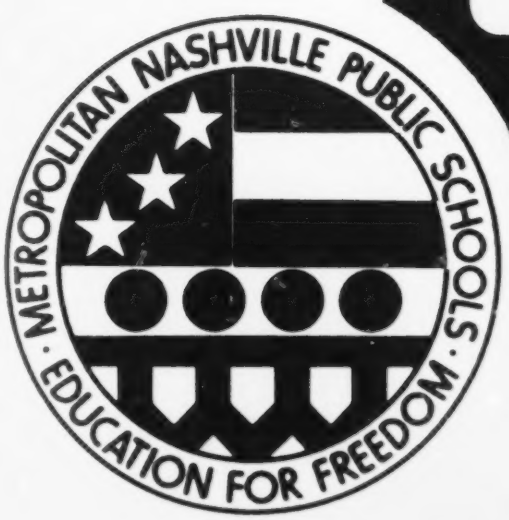

Metropolitan Public Schools

Nashville Davidson County, Tennessee

Charles O. Frazier, Director

FOREWORD

This scope and sequence guide, developed for the Food Management, Production and Services Vocational Education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It is a direct result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. An articulated vocational curriculum allows a student to move from one level of instruction to the next without repeating learning tasks already mastered, and without experiencing gaps in the presentation of relevant instructional material.

A goal of this curriculum effort is to provide teachers a usable guide based on input from the teachers. The initial step was an identification of course content, with all teachers having an opportunity to contribute. What follows is a publication using the teachers' contributions: a sequential listing of objectives and skills for each program offering.

This guide does not include all specific resource materials that may be used to assist students in acquiring minimum competencies. It is to serve as a guide for the sequence of course content and scope of what is to be taught. This guide content is extremely important and its use is encouraged. The suggested competencies and resource materials allow instructors an opportunity to be creative and resourceful in meeting the needs of individual programs and students.

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INTRODUCTION

This guide has been developed to provide the Food Management teacher with general objectives, specific objectives, course outlines and tasks for each level. The Tennessee Ford Service Workers Module served as a resource for developing this guide. Therefore, it should help teachers to better utilize the modules in order to accomplish the desired objectives for food management.

COURSE DESCRIPTION

Food Management, Production and Service is a two- or three-year course which prepares students for gainful employment in food production at restaurants, fast food operations, hotels, schools, hospitals and other food service facilities. Course content is designed to orient students to the world of work, examine job possibilities and develop skills in managing, cooking and serving food for profit. Organization is emphasized as the key to food production. Commercial-type facilities are provided for training in quantity food methods, food sanitation and safety precautions. Emphasis is placed on interest and aptitudes, getting and succeeding on the job, understanding tax, labor and health laws, labor unions, money management and career rewards.

The second year course combines theory with the operation of a model Coffee Shop.

The third year provides students with a supervised work experience.

GENERAL COURSE OBJECTIVES

1. To develop an awareness of jobs available in food service
2. To provide experiences in food management concepts and skills
3. To make clear the purpose of food system management for both male and female students
4. To develop skills for successful employment in the food service industry
5. To make Future Homemakers of America/Home Economics Related Occupations an integral part of class activities

COURSE CONTENT FOR FOOD MANAGEMENT, PRODUCTION AND SERVICES I

(First and Second Semesters)

I. **Orientation to Food Management I (2 weeks)**

Specific objective:

To follow class rules and procedures

A. Course expectations

B. Food Management as a career

C. Guidelines—rules and regulations

D. Departmental procedures and practices

II. **Future Homemakers of America (FHA/HERO) (2 weeks)**

Specific objectives:

To discuss the history and organization of Future Homemakers of America
To participate in FHA/HERO on class or chapter level

A. Orientation

1. Purpose
2. Creed
3. History
4. Color
5. Emblem
6. Flower
7. Banner

B. Organization

1. Parliamentary procedures

B. Organization continued:

2. Election and duties of officers and committees

3. Program planning

4. Affiliations

C. Activities

1. Meetings—local, subregional, state, cluster and national

2. Service projects

3. School and community involvement

4. Proficiency events

III. Job Opportunities (1 week)

Specific objectives:

To list and describe jobs available in food service
To identify food service job titles, duties and requirements

A. Types of food service establishments

B. Job titles, duties and requirements

IV. Sanitation (3 weeks)

Specific objectives:

To identify and demonstrate food handling techniques which prevent food contamination
To identify and demonstrate standards of personal cleanliness
To clean and sanitize work and storage areas and equipment used in food preparation and service
To practice housekeeping procedures

A. Food contamination

1. Food-borne illnesses

2. Pest control

IV. **Sanitation continued:**

B. Personal hygiene

C. Sanitation

1. Work areas

2. Storage areas

3. Large and small serving equipment

D. Housekeeping procedures

1. Tables, chairs, booths

2. Floor care

3. Garbage

V. **Safety (3 weeks)**

Specific objectives:

To identify, correct/eliminate occupational hazards
To demonstrate fire safety/extinguishing/reporting
To apply personal first aid

A. Environmental safety

1. Occupational hazards

2. Personnel safety habits

B. Fire safety

1. Types of fires

2. Extinguishing of fires

3. Reporting of fires

C. Personal first aid

1. Minor cuts

2. Minor burns

C. Personal first aid continued:

3. Minor foreign objects in eyes

VI. Assuming Responsibility (1 week)

Specific objective:

To exhibit maturity

A. Team effort

B. Time management

VII. Large and Small Equipment/Utensils (3 weeks)

Specific objectives:

To identify various types of equipment, utensils and tools
To use and care for equipment, utensils and tools
To learn proper storage of equipment, utensils and tools

A. Equipment: identification and use

1. Large equipment

2. Small equipment

B. Tools: identification and use

1. Measuring tools

2. Cutting tools

3. Stirring, lifting, turning tools

4. Specialized tools

C. Utensils: identification and use

1. Mixing utensils

2. Cooking utensils

3. Draining and straining utensils

D. Storage

1. Equipment

2. Tools

3. Utensils

VIII. Weights and Measure Techniques (4 weeks)

Specific objectives:

To explain and use common recipe terms and abbreviations
To read and follow standardized recipes
To use accurate weighing and measuring techniques and/or equipment
To perform basic math skills

A. Recipe know how

1. Food preparation terminology

2. Standardized recipes

3. Weighing and measuring techniques

4. Increasing and decreasing of recipes

5. The metric system

B. Mathematical skills

1. Basic computations

2. Make change

3. Cash register operation

IX. Management Skills (2 weeks)

Specific objectives:

To fill out storeroom forms
To fill out purchasing forms

A. Storeroom forms

1. Invoices

2. Inventory sheets

D. Storage

1. Equipment

2. Tools

3. Utensils

VIII. Weights and Measure Techniques (4 weeks)

Specific objectives:

To explain and use common recipe terms and abbreviations
To read and follow standardized recipes
To use accurate weighing and measuring techniques and/or equipment
To perform basic math skills

A. Recipe know how

1. Food preparation terminology

2. Standardized recipes

3. Weighing and measuring techniques

4. Increasing and decreasing of recipes

5. The metric system

B. Mathematical skills

1. Basic computations

2. Make change

3. Cash register operation

IX. Management Skills (2 weeks)

Specific objectives:

To fill out storeroom forms
To fill out purchasing forms

A. Storeroom forms

1. Invoices

2. Inventory sheets

IX. **Management Skills continued:**

B. Purchasing forms

1. Requisitions

2. Purchase orders

X. **Food Preparation (10 weeks)**

Specific objectives:

To name the basic four food groups and the nutrients
To plan nutritious and attractive meals
To prepare various food items
To know the function of food additives

A. Nutrition

1. Food groups

2. Food nutrients

3. Menu planning

4. Food additives

B. Food preparation techniques

1. Bake station

a. Bread

b. Cakes, cookies, pastries

c. Desserts

2. Hot food station

a. Eggs

b. Cereal and pastas

c. Soups, sauces, stocks

d. Vegetables and fruits

B. Food preparation techniques continued:

2. Hot food station continued:

e. Meats, poultry, seafood

3. Cold food work stations

a. Beverages

b. Salads and dressings

c. Sandwiches

d. Garnishes and condiments

XI. Service and Dining Room Activities (5 weeks)

Specific objectives:

To arrange dining room for service
To set table for various services
To perform sidework duties
To perform basic customer service techniques

A. Dining area arrangement

B. Table setting

1. American

a. Breakfast

b. Lunch

c. Dinner

2. Counter

3. Cafeteria

4. Banquet

5. Buffet

XI. **Service and Dining Room Activities continued:**

C. Sidework duties

1. Napkin folds
2. Condiments and food replenishing
3. Beverage station setup

D. Basic customer service techniques

1. Guests-greeting/seating
2. Orders-writing/placing
3. Customer service

COURSE CONTENT FOR FOOD MANAGEMENT, PRODUCTION AND SERVICES II

(First and Second Semesters)

I. Orientation to Food Management II (2 weeks)

Specific objectives:

To follow class rules and procedures
To organize a HERO chapter

A. Course expectations and review

B. Department rules and regulations

C. Election of HERO officers

D. Leadership skills

II. Human Relations/Personal Development (3 weeks)

Specific objectives:

To exhibit good grooming and poise
To listen to and receive messages
To demonstrate ways of handling stressful situations

A. Personal hygiene

1. Proper clothing

2. Physical fitness

B. Human relations

1. Communication skills

2. Handling stress

III. Sanitation and Safety (2 weeks)

Specific objectives:

To apply rules and regulations affecting food handling

III. **Sanitation and Safety continued:**

Specific objectives continued:

To demonstrate procedures for cleaning and sanitizing
To identify Occupational Safety and Health Act guidelines

A. Food handling techniques

1. Preparing food
2. Holding food
3. Serving food
4. Storing food

B. Sanitation procedures

1. Work areas
2. Storage areas
3. Large and small serving equipment

C. O.S.H.A.

1. Definition
2. Local safety and sanitation codes
3. Inspections and licensing
4. Violations

IV. **Customer service (8 weeks)**

Specific objectives:

To serve meals for special functions
To serve meals for paying customers
To perform table clearing and cleaning duties
To load service tray with soiled dishes

A. Service for varied functions

A. Service for varied functions continued:

1. Restaurants

2. Buffets

3. Banquets

4. Holiday meals

5. Catered meals

IV. Customer service continued:

B. Room service

1. Hospital

2. Hotel

C. Sidework

1. Clearing and cleaning of tables

2. Loading service trays

V. Food Preparation (18 weeks)

Specific objectives:

To plan and design menus that will attract and sell
To prepare various types of meals
To demonstrate cost control procedures
To simplify work procedures

A. Menu planning

1. Menu writing

2. Menu layout designs

3. Advertisement

B. Meal preparation

1. Family foods

B. Preparing meals continued:

2. Gourmet foods

3. Fast foods

C. Cost control

1. Meal cost

2. Daily receipts, guest checks

D. Work simplification

1. Task analysis

2. Efficient work habits

3. Streamlining of movements

VI. Job Procurement Skills (3 weeks)

Specific objectives:

To name resources used for obtaining a job
To prepare resumes and letters of application
To fill out application forms correctly
To prepare for a job interview

A. Job resources

B. Resumes and letters of application

C. Application forms

D. Interviews

COURSE CONTENT FOR FOOD MANAGEMENT, PRODUCTION AND SERVICES III

(First and Second Semesters)

I. Cooperative Training (36 weeks)

Specific objectives:

To identify employer policies and procedures relating to a specific job
To complete administrative forms for work experience
To identify laws and regulations governing employment of youth
To understand payroll deductions
To understand basic money management
To work in a food service training center

A. Job policies and procedures

1. Job descriptions
2. Analyses
3. Specifications

B. Labor laws and regulations

1. Federal and state laws
2. Work permits
3. Wage and hours
4. Minimum wage standards
5. Workmen's compensation

C. Deductions

1. Social Security
2. Taxes
3. Union dues
4. Voluntary contributions

C. Deductions continued:

4. Voluntary contributions continued:

a. Insurance

b. Pension

5. Docking

D. Forms for work experience

1. Training agreement

2. On-the-job training plan

3. Evaluations

E. Money management

1. Income budgeting

2. Banking procedures

3. Credit

F. Management apprenticeship

G. Work experience

RESOURCE MATERIALS

Textbooks

Haines, Robert G. Food Preparation for Hotels, Restaurants and Cafeterias. American Technical Publishers, Inc., 1973.

Kimbrell and Vineyard. Succeeding in the World of Work, 3rd Edition. McKnight Publishing Company (Glencoe), 1981.

Project Voice. Mathematics in Home Economics. The Claiborne County Board of Education (Tennessee Vocational-Technical Department of Education), Tazewell, Tennessee, 1983.

Ray and Bondi. Professional Cooking and Baking, 1st Edition. Bennett Publishing Company, (Glencoe), 1981.

*Rey and Lewis. Exploring Professional Cooking, 2nd Edition. Bennett Publishing Company (Glencoe), 1980.

Smith, William O. and Richard L. Lynch. Food Services (Career Competencies in Marketing Series). Gregg Division, McGraw-Hill Book Company.

Curriculum Guides

Food Management Production and Services. State Department of Education, Nashville, Tennessee.

Food Service Production and Service. State Department of Vocational and Technical Education, Stillwater, Oklahoma.

Food Preparation Worker. Lexington, Kentucky, Bureau of Vocational Education and State Department of Vocational Education.

* Basal text

Audio Visual

Films

A Cook's Quiz, MacMillan Company

Food Service Series, McKnight Company

Sanitation and Safety Series, National Restaurant Association